



CITY OF KIRKLAND PARK BANNER PERMIT APPLICATION

Return to:
Sudie Elkayssi
City of Kirkland
505 Market Street, Ste A
Kirkland, WA 98033

Contact Name:	Phone:	Email:																											
Name of organization:	Non-profit ID:																												
Mailing Address:																													
Event Name:	Date(s) of event:																												
Purpose of Event:	# of Banners:	Banner size: _____' x _____' (Maximum 3.5'h x 8'w)																											
Requested site(s) in order of preference																													
<table border="1"><thead><tr><th>Site #</th><th>Preference</th><th>Address</th></tr></thead><tbody><tr><td>1</td><td>_____</td><td>Brookhaven Park (9911 NE 128th St.)</td></tr><tr><td>2</td><td>_____</td><td>Houghton Beach Park (5811 LWB)</td></tr><tr><td>3</td><td>_____</td><td>Houghton Neighborhood (10811 NE 47th St.)</td></tr><tr><td>4</td><td>_____</td><td>Peter Kirk Park (202 3rd St.)</td></tr><tr><td>5</td><td>_____</td><td>South Rose Hill Park (12730 NE 72nd St.)</td></tr><tr><td>6</td><td>_____</td><td>Juanita Beach Park (9703 NE Juanita Dr.)</td></tr><tr><td>7</td><td>_____</td><td>Woodlands Park (9930 124th Ave. NE)</td></tr><tr><td>8</td><td>_____</td><td>132nd Square Park (13159 NE 132nd St.)</td></tr></tbody></table>			Site #	Preference	Address	1	_____	Brookhaven Park (9911 NE 128 th St.)	2	_____	Houghton Beach Park (5811 LWB)	3	_____	Houghton Neighborhood (10811 NE 47 th St.)	4	_____	Peter Kirk Park (202 3 rd St.)	5	_____	South Rose Hill Park (12730 NE 72 nd St.)	6	_____	Juanita Beach Park (9703 NE Juanita Dr.)	7	_____	Woodlands Park (9930 124 th Ave. NE)	8	_____	132 nd Square Park (13159 NE 132 nd St.)
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Banner Maintenance (choose one) _____ City of Kirkland Maintenance _____ Applicant Hired Contractor																													
Fees																													
Banner Permit Fee		\$ 25.00																											
City of Kirkland (\$85.00 ea)		\$																											
Applicant Contractor		\$ 0.00																											
Total Due: \$																													
Office Use Only																													
City Install	Banner(s) Up:	Drop Off Date: Pick Up Date: Disposal Date: Submitted to PW:																											
App. Install	Installation Date: Removal Date:	City Removed: Disposal Date: App. Billed:																											
Artwork/Text Approved: YES N/A		Insurance Received: Payment Received:																											

HOLD HARMLESS AGREEMENT:

The undersigned hereby make application to the City of Kirkland (City) for hanging banners and certifies the information given in the application and supporting material is correct. The undersigned further states that he/she has the authority to make this application and agrees that the applicant will observe all ordinances and regulations of the City of Kirkland. The applicant / organization agrees to indemnify, defend, and save harmless the City or its officers, agents, employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that damage or injury results from the sole fault of the City or its officers, agents, or employees. "Fault" as herein used shall have the same meaning as set forth in RCW 4.22.015. The applicant further agrees to reimburse the City of Kirkland for any damage arising from the applicant's use of said equipment/hardware. The applicant or his agent has examined and inspected the equipment/hardware for defects and finds them fit and safe for the purpose stated above.

Applicant Name (print)

Approved By

Applicant Signature

Department

Date

Date



CITY OF KIRKLAND **PARK BANNER PERMIT GUIDELINES**

Purpose

The purpose of this program is to allow for the display of public service messages or event announcements promoting community events taking place within City of Kirkland limits in the form of banners. A permit from the City of Kirkland Parks Department must be obtained prior to hanging a banner in any City park.

Applicants

Applicants must meet the following criteria:

1. A Kirkland based organization / event
2. Non-religious or political in nature
3. City sponsored*

* For the purpose of this policy, City sponsored shall be defined as an applicant that meets at least one of the following criteria:

- Receives grant money from the City of Kirkland
- Has a contractual relationship with the City of Kirkland
- Receives in kind services from City of Kirkland staff, or
- The City is a member of permittee's organization

Banner Specifications

Banners shall meet all of the following criteria:

- Text shall reflect a public service message or community event announcement
- Banners must be professionally designed and manufactured or produced by a banner company, not "homemade"
- Banner size must be no larger than 3.5' high x 8' wide.
- Banners must have wind load slots
- Banners must have no less than 3 grommets both on top and bottom placed $\frac{1}{2}$ " - $\frac{3}{4}$ " from center of grommet to finished edge
- No internal ropes
- Artwork for new banners must be submitted and approved by the City prior to construction
- Sponsorship Standards:
 - Logo and business/organization name may be placed on a banner when the business or organization is associated with a City sponsored event as defined in KMC 19.32.040.
 - Logo and business/organization name must be located at the bottom of the banner
 - Logo and business/organization name may take up a boxed area no greater than 15% of the banner size

Banner Maintenance Options

Applicants have the option of requesting either city staff or a private contractor to handle banner installation and removal. If you request:

City Staff

- **Delivery:** Banner(s) must be delivered to the Maintenance Center, 915 8th Street, one week prior to the hanging date. Maintenance Center hours are 6:30am - 3:30pm, Monday-Friday, closed holidays. Late banners will be hung as workload allows.
- **Pickup:** Banner(s) must be picked up within 2 weeks of the removal date. Any banner not picked up in a timely manner will be recycled on the banner disposal date (see permit).



CITY OF KIRKLAND **PARK BANNER PERMIT GUIDELINES**

- **Duration:** 14 days maximum, banners will be hung no more than two weeks in advance of an event and will be removed the first business day following the event.
- **Fee:** The city will install and remove banners at \$85.00 per banner.

Private Contractor

- **Installation:** Banner(s) may be hung on the specified installation date, no earlier than 1:00 pm. Contractors must use plastic zip ties for securing the banner(s); no other tools/supplies may be used.
- **Removal:** Banner(s) must be removed on/before the specified removal date, no later than Noon.

Any banner that has not been removed by the specified date/time will be removed by the city. The applicant will be invoiced for labor at \$85.00 per banner. Banners not picked up in a timely manner will be recycled.

- **Duration:** 14 days maximum, banners may be hung no more than two weeks in advance of an event and shall be removed the first business day following the event.
- **Insurance:** Applicants making private maintenance arrangements are required to provide the city with a certificate of insurance evidencing:
 - General Liability with limits of no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate
 - The City shall be listed as additional insured

Reservation Instructions

- **Reservations:** Will not be taken more than 6 months in advance. Reservation of any one site is limited to no more than one (1) reservation per month by any one group.
- **Application:** Return a completed application, check made out to the City of Kirkland, certificate of insurance (if using a private contractor) and art/text design (new banners only) to:

Sudie Elkayssi
City of Kirkland
505 Market Street, Ste A
Kirkland, WA 98033

- **Fees:** Include \$25.00/Banner Permit fee; and optional City labor/\$85.00 per banner.

Banners hung without a permit will be removed by the City of Kirkland and the responsible party invoiced for the cost of removing the banner(s).